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ABSTRACT

This guide to managing school libraries, including references to the most recent AASL guidelines, "Information Power: Building Partnerships for Learning," uses a format similar to the previous edition. Chapters 1 and 2 offer a brief history of school library media programs and describe the role of the media specialist in new technologies. The chapters have been expanded to address different relationships with public libraries and to help media specialists meet the challenge when combined libraries are suggested. Chapter 3 describes preparation programs and job-seeking behavior for the potential library media specialist. Chapter 4 discusses the first week on the new job, and what the new librarian should find out. Chapter 5 is a more detailed presentation of the tasks required in managing the school library media program facility. Managing the planning and scheduling of the library media center and reviewing the ambiance of the facility itself are considered in Chapter 6. Personnel management and coordination with other educators is the subject of Chapter 7. Collection management, budgeting, and the determination of which services to offer are the subjects of Chapters 8, 9, and 10, respectively. Marketing the library services, program evaluation, and networking are the focuses of Chapters 11, 12, and 13. Chapter 14 offers suggestions for the school library media specialist as a leader in the district and in professional associations. Each section presents exercises for use in the classroom or workshop setting. Specific issues are explored and sample forms are included in 12 appendices. Includes an index. (AEF)

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